



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Planning, Research and Evaluation Div. Education Information Unit 212 State Office Bldg., Atlanta, Ga.	Application Number 75-206-A	
Application Number		Date Received JUN 22 1978	Date Completed JUL 12 1978
2. Person to Contact Dr. Anne Moughon		Working Title Coordinator	Telephone Number 656-2402
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>75-206</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1970 Latest To date		5. Records Series Title (followed by title used in office; if different) EDUCATION INFORMATION CENTER RESOURCE FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Planning, Research and Evaluation Division provides management support services to the State Superintendent of Schools in planning and evaluation activities and research, program assessment and statistical activities, federally required evaluations, and assistance in the liaison and development of legislation.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining information and research educational reference materials within the Education Information Center. Included are: ^{books,} articles, pamphlets and booklets concerning educational topics which are used for reference by the State Department of Education and other educational agencies. File is arranged: numerically by an assigned accession number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>125</u> ; Seven to twelve months old <u>125</u> ; Thirteen to twenty-four months old <u>75</u> ; twenty-five months and older <u>25</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>6</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0 years.	d. Audit period	0 years.
b. Statute of limitation	0 years.	e. Administrative need	up to 10 years.
c. Federal law	0 years.	f. Federal retention instructions	0 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Reference value becomes negligible after 10 years as new educational techniques are developed.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal year; ☒ Other See below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Priority I Files: Cut off at end of calendar year; hold in current files area 4 years; then transfer to State Records Center; hold 6 years; then return to current files area for purging and destruction of obsolete material. Return usable material to Education Information Center Resource Files.

Priority II and III Files: Transfer to State Records Center any time after receipt and priority classification; hold 6 years; then return to current files area for purging and destruction of obsolete material. Return usable material to active Education Information Center Resource Files.

These instructions apply to all prior and future accumulations of the series.

ok with State Records Center 7-5-78.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ann L. L. L. L.</i>	6/21/78	Walker L. Baumgardner	6-21-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	7-11-78
		Secretary of State/Designee	7-7-78
		Attorney General/Designee	7-14-78



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date July 10, 1975	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 5600-01		Date Received AUG 20 1975	Date Completed 75-206 SEP 15 1975
3. AGENCY, Division, Subdivision & Administering Office Address Department of Education, Office of Staff Services Planning, Research & Evaluation Division Technical Information Center Room 312, 156 Trinity Avenue		4. Person to Contact Dr. Anne Moughon	
		5. Working Title Director	6. Tel. No. 656-2571

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1970 - To date
1968

9. Exact Series Title
Education Information Center Resource Files

10. What is the function of the office in which this record series is created?

The Office of Department Staff Services provides supportive services to insure smooth and efficient functioning of the Department of Education. These include administrative **Services** such as personnel actions, purchasing and printing, Budget Services, Planning and Evaluation Services, Management Information Services, Fiscal Services, Publications and Information Services, Contracts, space allocation, warehousing, procurement and supply, records and forms management, statistics.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to maintaining resource material within the Technical Information Center.
paperback books, monographs, and reports
Included are **articles, pamphlets and booklets** on educational topics which are used for reference by the Department and other Educational Agencies.

Files are arranged by an assigned accession number.

*Corrections
made 11/26/75
See attached
letter from
Ms. Moughon*

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	24	36		6	9		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	36			
				This Year's	Last Year's	Presenting Year's	All Other Years
Approximately 3,000 items			AVERAGE DAILY REFERENCES	6	6	6	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☒ [X] ☐ []
Attach copy of summary or publication. Recent acquisitions list
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
as microfiche remains intact
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 10 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Reference value diminishes after ten years as new educational techniques are developed.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

- ☒ [X] Hold in the current files area _____ month(s)/ 4 year(s):
- ☒ [X] Transfer to ☒ [X] State Records Center ☐ [] Local Holding Area; hold 6 year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☒ [X] Other: (Specify)

Then, return to current files area for purging and destruction of non-usable materials;

Usable materials: Return to Education Information Center Resource Files.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>W. A. Spaulding</i>	7/14/75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>W. A. Spaulding</i>	7/15/75
	State Auditor/Designee <input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	<i>William M. [unclear]</i>	8-1-75
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll West</i>	9-8-75
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>R. M. [unclear]</i>	9-11-75

STATE RECORDS
COMMITTEE